

Tennessee Education Broadband Consortium Contract(s) 2016 Form 471 Funding Request Filing Guide

If you have decided to use one or more of the Tennessee Education Broadband Consortium contracts and it's time to create your funding request(s), you can use this handy guide to help you streamline your process. Your State E-Rate Coordinator's office has uploaded all of the contract information for each of the available contracts into the Consortium's EPC portal. You do not have to enter the contract(s) information into YOUR portal; you can simply reference the record that is already established within EPC. This guide along with the attached "[*TEBC Contract Cheat Sheet*](#)" spreadsheet will allow you to easily move through this section of the 2016 Form 471 application.

When you get to the section of Form 471 where it's time to create your Funding Request, just follow the steps below to populate the contract information **WITHOUT** having to pre-populate all of the information in your own EPC profile.

This screenshot shows the 'FRN Contract' selection screen. The left sidebar contains a 'Related Actions' menu with links to News, Customer Service, Additional Information, Discount Rate, Contracts, and FCC Forms. The main content area has a progress bar with five steps: Basic Information, Entity Information, Funding Requests (current), Connectivity Information, and Certify. Below the progress bar, a message states: 'Next, you will identify the purchasing agreement type for the product and services you are requesting.' The 'FRN Contract' section asks 'How are the services for this FRN being purchased?' and provides instructions: 'Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.' Three buttons are visible: 'Contract' (highlighted with a green box and a red arrow), 'Tariff', and 'Month-to-Month'. Below this is the 'FCC Form 471 Help' section with a 'Show Help' link. A green box with the text 'If using TEBC (whether C1 or C2), choose CONTRACT' has a red arrow pointing to the 'Contract' button. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons, with a red arrow pointing to the 'Continue' button.

This screenshot shows the 'Funding Requests' screen. The left sidebar is identical to the previous screen. The main content area has the same progress bar. A message states: 'This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.' The 'Funding Requests' section includes instructions: 'To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.' Below this is a table with columns: 'FRN', 'Nickname', 'Number of FRN Line Items', and 'FRN Calculation'. The table is currently empty. A message below the table says: 'You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN.' At the bottom of the table area are three buttons: 'Add FRN' (highlighted with a red circle and a red arrow), 'Edit FRN', and 'Remove FRN'. Below this is the 'FCC Form 471 Help' section with a 'Show Help' link. A green box with the text 'Click "Add FRN"' has a red arrow pointing to the 'Add FRN' button. At the bottom, there are 'Back', 'Discard Form', 'Save & Share', and 'Continue to Certification' buttons.

Discount Rate
Contracts
FCC Forms

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ? *

TEST

Use whatever nickname will be meaningful to you

Is this Funding Request a

Yes

No✓

Click NO

Copy FRN

If you want to copy a Funding Request from the current Funding Year, select Copy FRN below

Copy FRN

This feature does not work

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access

Choose whatever is appropriate from the available drop down options

FCC Form 471 Help

Show Help

Cancel

Continue

News
Related Actions ▶
Customer Service
Additional Information
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Last Saved: 4/7/2016 10:14 AM EDT

Basic InformationEntity InformationFunding RequestsConnectivity InformationCertify

Next, you will associate a contract to your FRN. Please search for a contract below and select one to associate it to the FRN.

Associate a Contract

Search by Creating Organization BEN

128260

Search by Nickname (All or Partial)

Search by Contract ID

Search by Contract No.

Change the Creating Organization BEN from YOUR BEN to 128260, then click SEARCH.

Clear Filters

Search

FCC Form 471 Help

Show Help

Back

Cancel

Continue

Using the "TEBC Contract Cheat Sheet", find and check the contract that you're using and the contract summary data will appear below. NOTE: You may have to scroll through the available records to find your contract as only 5 contract appear at a time.

<input type="checkbox"/>	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
<input type="checkbox"/>	39606	49083	TEBC-CentralTechnologies-C2	3/2/2016	128260
<input type="checkbox"/>	39622	49083	TEBC-CentralTechnologies-MIBS	3/2/2016	128260
<input type="checkbox"/>	39629	49071	TEBC-ConvergedNetworks-C2	2/29/2016	128260
<input type="checkbox"/>	39649	49027	TEBC-DELL-C2	3/9/2016	128260
<input checked="" type="checkbox"/>	39677	48995	TEBC-ENA-C1	2/25/2016	128260

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Contract Summary - TEBC-ENA-C1

Contract Number	48995	Account Number	
Establishing FCC Form 470	#160012458	Service Provider	ENA Services, LLC (SPIN: 143030857)
Award Date	2/25/2016	Includes Voluntary Extensions?	Yes
Expiration Date (All Extensions)	6/30/2021	Remaining Voluntary Extensions	2
		Total Remaining Contract Length	60

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

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Contract Information (Additional)

What is the service start date? *

7/1/2016

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

What is the date your contract expires for the current term of the contract? *

6/30/2019

Enter the contract expiration date that is indicated on the TEBC Contract Cheat Sheet you were provided.

FCC Form 471 Help

Show Help

Back Cancel Continue

You will then proceed to complete your funding request information answering the service type specific questions in the form and completing the line item details associated with each of your funding requests.

Be sure to cross-check the contract nickname and EPC contract ID# to be sure you've grabbed the right contract for the service you are requesting funding for.

Pay particular attention with AT&T's services as they use different Service Provider Identification Numbers ("SPIN") for different types of services.

If you have any questions, please don't hesitate to contact us.